



OFFICE OF INSURANCE AND SAFETY FIRE COMMISSIONER

JOHN W. OXENDINE
COMMISSIONER OF INSURANCE
SAFETY FIRE COMMISSIONER
INDUSTRIAL LOAN
COMMISSIONER
COMPTROLLER GENERAL

Seventh Floor, West Tower
2 Martin Luther King Jr. Dr.
Atlanta, Georgia 30334
(404) 656-2056 or (404) 656-4031
www.inscomm.state.ga.us

NOTICE

As of September 1, 2008 the State Fire Marshal's Office will no longer administer the paper portable fire extinguisher or the kitchen/ restaurant hood system exams.

Please check our website for the next available dates for the online exams proctored by our office at www.gainsurance.org fire marshal's office home page and then Engineering/certification testing.

****Important****

The State Fire Marshal's Office cannot process incomplete applications. If any item is missing, incomplete, or incorrect, your application cannot be reviewed and will be returned to you; your fees will be returned within 4 to 6 weeks. All funds received by our office are deposited into the state general funds. On resubmitting your application the appropriate fees must be included. Please review your applications before you submit it to ensure that all information and documentation is complete and correct.



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SEVENTH FLOOR, WEST TOWER
FLOYD BUILDING
2 MARTIN LUTHER KING, JR. DRIVE
ATLANTA, GEORGIA 30334
(404) 656-2056
www.gainsurance.org

MEMO

TO: FIRE SUPPRESSION COMPANIES

FROM: SHERRIE CLARK

SUBJECT: 2009 RENEWAL LICENSE & PERMIT APPLICATIONS
(Please read, sign and return with applications)

DATE: JULY 28, 2008

Starting with the 2009 license and permit applications our office will be verifying your business application information previously submitted to us. First, all renewal applications must be in our office by the deadline of November 1, 2008. Your current license (s) and permit(s) will expire December 31st of the current year.

There are a few new changes to the license and permit process that were adopted in the new rules and regulations 120-3-23 on October 31, 2007. If your applications are not submitted until the beginning of 2009, January 1 through March 31, 2009 you will have to pay a \$250.00 late penalty for each application submitted; plus the renewal fee before any license and or permits can be issued. This new regulation is written into the program design of the database.

Under Georgia law, the Department is required to verify the lawful presence of individuals to whom it issues professional licenses and permits. To comply with the law, our applications ask the appropriate questions concerning citizenship and alien status. If the applicant is a "qualified alien," the applicant must submit documentation to prove the applicant's qualified alien status. A list of forms which are sufficient proof of qualified alien status is provided with this memo and your renewal packet, and can also be found

on our website under Fire Marshal at www.gainsurance.org for the 2009 applications.

If you submit your renewal applications late; after the March 31st date you will be considered a **new business** and will have to go through the facility inspection process, receive a **new license number**, which mean printing new approved tags with the new business number. No labels or mark through will be allowed on the tags! If you are found to be working without a currently issued license or permit, you could face a fine of \$1,000.00 a day per violation as stated in O.C.G.A §25-12-18.

Credit units as defined in 120-3-23-.02(8) are to ensure that each permit holder is staying current with the codes and standards adopted in the minimum fire safety standards 120-3-3 and the rules and regulations 120-3-23. Starting in the 2009 licensure year, 8 credit unit hours are required per year per permit type. If a permit holder tested in 2008 and passed, this will count as new certification for 2009 and no credit unit hours are required until the next year's renewal of license or permit. If a permit holder tested and passed and then takes a training seminar in the same year after their certification date then they will have credit units for the approved training hours received. If permit holders manufacturers' certificate was issued in 2008, this will count as new certification; yet in 2009 the permit holder will need to obtain 8 credit unit hours for renewal in 2010 even though manufacturers' certificate hasn't expired. **You will need credit unit hours for each year you do not test. You may obtain the credit unit hours through out the current year.**

The enclosed 2009 license and permit renewal verification applications are to ensure that the data we have on file is accurate. We are implementing a new database that will track the licensing process step by step. This renewal year your business verification application(s) will update the new database with clean accurate data for your company and permit holders. Please complete and make the changes necessary to provide our office with accurate information for each currently licensed business you operate and your currently permitted technicians. The business owner will need to have their signature notarized; along with declaring that the information provided for 2009 is up to date and accurate; and that you have also read the rules and regulations 120-3-23. Any corrections you make please type or write legible or your application (s) may be returned as incomplete if it is illegible.

After you have completed the verification of the applications for your current business(s) you will need to submit along with your verification of your applications **three** signatures in medium point black ink for each permit holder's renewal. In addition, a current color digital headshot; min. 3 mega pixel saved as jpeg or jpg file must be provided this year. (Please read 120-3-23.05 (d) 1, (d) 2 for a detailed description of these requirements).

We will not hold your applications this coming renewal year; if incomplete you will receive your applications back along with a letter letting you know why your renewal(s) were returned and that you will receive a refund in 4 to 6 weeks. You will have to resubmit funds on your next renewal applications again. We do not have control

over the disbursement of funds, they are deposited into the general fund, so don't ask that we use those funds at a later date. The fee must accompany the applications for documentation purposes. Remember you're to include your documentation, photos, signature samples, fees and applications which must be accurate and complete, no blanks!

Forms to be submitted by Nov. 1 for 2009 renewals:

1. Verification application forms signed and notarized
2. Copy of current business registration with Georgia Secretary of State Office
3. Valid current tags / labels (no black & white pictures)
4. Basic service record fire suppression system tags - light blue, as of 1-1-09 as per 120-3-23-.14(3)
5. Current insurance certificate meeting the requirements of 120-3-23
6. Surplus lines affidavit if applicable.
7. Proper fee amount for each license & permit
8. Certification document for qualification of license AND permit
9. Color photo headshot – minimum of 3 mega pixel see 120-3-23-.05(d)1,(d)2
10. Three approved signatures for each applicant (read regulations)
11. D/B/A copy of trade name registration if applicable

You affirm as the owner by signing below that all applications and information submitted are true and accurate to the best of your ability. I have read the rules and regulations that govern the application process for which I am applying.

All information will be verified by our office

Date: _____ Company Name: _____

Physical Address: _____

Signature: _____

Owner

Title

Sworn before me on this _____ day of _____, 200__.

Notary Public Signature



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SIGNATURE FORM

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Each Technician must submit three samples of his **signature** in **medium point black ink** (no fine point) which is an accurate representation of Technician's signature.

(Name of Business)

(License #)

(City)

(State)

(Zip Code)

SIGNATURES

1.

_____ I am a U.S. Citizen.

_____ I am a Corporation.

_____ I am not a U.S. Citizen but am a qualified alien under the Federal Immigration & Naturalization Act, and I am lawfully present in the United States. (Please note last page of application for Qualified Documentation Information Form)

(Technician's Name)

Permit #

(Technician's Name)

Permit

(Technician's Name)

Permit #

2.

_____ I am a U.S. Citizen.

_____ I am a Corporation.

_____ I am not a U.S. Citizen but am a qualified alien under the Federal Immigration & Naturalization Act, and I am lawfully present in the United States. (Please note last page of application for Qualified Documentation Information Form)

(Technician's Name) Permit #

(Technician's Name) Permit #

(Technician's Name) Permit #

3.

_____ I am a U.S. Citizen.

_____ I am a Corporation.

_____ I am not a U.S. Citizen but am a qualified alien under the Federal Immigration & Naturalization Act, and I am lawfully present in the United States. (Please note last page of application for Qualified Documentation Information Form)

(Technician's Name) Permit #

(Technician's Name) Permit #

(Technician's Name) Permit #

4.

_____ I am a U.S. Citizen.

_____ I am a Corporation.

_____ I am not a U.S. Citizen but am a qualified alien under the Federal Immigration & Naturalization Act, and I am lawfully present in the United States. (Please note last page of application for Qualified Documentation Information Form)

(Technician's Name) Permit #

(Technician's Name) Permit #

(Technician's Name) Permit #

If you need additional space, please copy and use this form

Under Georgia law, the Department is required to verify the lawful presence of individuals to whom it issues professional licenses and permits. To comply with the law, our applications ask the appropriate questions concerning citizenship and alien status. If the applicant is a "qualified alien," the applicant must submit documentation to prove the applicant's qualified alien status. All information submitted will be verified by our office.

I hereby certify that I am the person responsible for the employment of all applicants indicated above, that all the information provided on the attached applications, documentation and or verification forms is hereby given herein is true and complete to the best of my knowledge, and that any false statement will be cause for voiding any application and/or subsequent license or permit.

I further affirm that I understand and I have read the currently adopted rules and regulations located on the Insurance and State Fire Commissioners website <http://www.gainsurance.org/FireMarshal/Home.aspx> and agree to comply with 120-3-23 for the term of my active current license. I agree that failure to comply with these standards may be cause for suspension or revocation of my current license.

Company Name: _____

Physical Address: _____

Signature _____

Title: _____ Date: _____

Sworn before me on this _____ day

Of _____, 200__

Notary Public Signature

